Curriculum Vitae of

MOJALEFA MOJA

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Cell :(078)026 4001

Dear Sir/Madam,

I write to you to express my interest in applying for an **Information Technology Internship**. Enclosed is a copy of my Curriculum Vitae which provides an overview of my qualifications.

With a National Diploma in **Information Technology** qualification from Tshwane University of Technology (TUT). I have been exposed to the following disciplines:

i.   Computing Fundamentals

ii.   Computing Skills

iii. Computing Systems

iv.   Development Software

v.   System Software

vi.   Technical programming

vii. Information System

I was also a promoter at Tradeway promotions on an ad-hoc basis responsible for promoting companies' products and services.

I am confident that with my schooling experience, willingness to learn, and quick adaptability, I can apply what I have learned to this interesting and exciting ICT sector. I am a meticulous, analytical, self-starter and would welcome the challenge of joining and adding value to your company.

Thank you for considering my application and I look forward to a positive response.

Yours truly,
Mojalefa Moja
078 026 4001
Private and Confidential

Personal Details

Name:	Mojalefa Joseph Junior	Home Address:	173 The Aloes Street Karenpark, Pretoria 0118
Surname:	Moja		
ID Number:	9802135018083	Marital Status:	Single
Email Address:	mojalefamoja@ymail.com	No of Dependants:	None
Nationality:	South African	Cell phone number:	078 026 4001
Disabilities:	None	Home Language:	English
Race:	Black	Other Languages:	Afrikaans
Gender:	Male	Drivers Licence:	Code 10

Education, training and development background

High School Qualifications

Highest St Passed:	Matric	Year Obtained:	2015
Name of School:		Hoerskool Akasia	

Tertiary Qualification

Name of Institution	Name of Qualification	Type of Qualification	Year Obtained
Tshwane University of Technology (TUT)	National Diploma	Information Technology (Software Development)	2020

Subjects

- Computing Fundamentals (IA, IB, IIA, IIB)
- Computing Skills (IA, IB)
- Computing Systems (IA, IB)
- Development Software (IA, IB, IIA, IIB, IIIA, IIIB)
- System Software (IIA)
- Technical programming (IIA, IIB)
- Information System (IA, IB, IIA, IIB, IIIA, IIIB)
- Industry Exposure (IIIA)

Non-Academic Qualifications / Work Related Training / Courses/Workshops

Name of Institution	Name of Course/Workshop
Tradeways	Stakeholder relations - 2018

Computer Literacy

Packages	Basic/Intermediate/Advanced
MS Word	Advanced
MS Excel	Advanced
MS PowerPoint	Advanced
MS Projects	Advanced
Programming C++	Advanced
Operating Systems (Microsoft & Linux)	Advanced
Database Development & Support (Oracle & SQL)	Advanced

Personal Competencies

i.	Possess excellent problem-solving skills.	ii.	Good interpersonal and communication skills
iii.	Organized and attention to detail.	iv.	Teamwork and collaboration skills
v.	Time management (Planning)	vi.	Self-motivated and proactive
vii.	Working under pressure	viii.	Continuous professional development

Employment History

Promoter – (Ad hoc)

Roles and Responsibilities: I am currently a promoter at Tradeway promotions on an ad-hoc basis responsible for promoting companies' products and services.

Duties:
- Demonstrating the features of a product or service to potential customers.
- Employ interactive materials such as videos, charts, or slideshows to share information about a product or service, when necessary.
- Answering any questions potential customers might have about a product or service.
- Recording transactions and stock levels.
- Processing customers' payments.
- Generating reports that outline customers' interest levels, questions asked, number of products/samples/literature sold and/or distributed at various events.
- Staying up to date with product or service features.

References:

Mr. Modise Mokonto	Head of Promotions Pretoria Branch (Tradeway)
	Tel no: 062 863 3481
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